



# EMPLOYMENT OPPORTUNITY

## Town of Lexington

We are currently accepting applications for the full-time (35hrs/wk) position of:

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### **Administrative Assistant Community Preservation Committee / Finance / Town Manager's Office**

Starting Hourly Range: \$24.25-\$28.49  
Excellent Benefits

**The REQUIRED Town of Lexington application form must be received in the Town's Human Resource Department by Friday, April 3, 2015.  
Position will remain open until filled.**

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#### **GENERAL SUMMARY:**

Skilled administrative and technical work assisting the CPC to carry out the functions of the Committee and working under the general direction of the Assistant Town Manager for Finance or designee to implement projects funded with CPC funds. This position also provides administrative support services to the Finance Department and Town Manager's Office.

#### **ESSENTIAL JOB FUNCTIONS:**

##### **Duties specific to the Community Preservation Committee:**

- Work with the Chair to set meeting and public hearing schedules and agendas. Attend CPC meetings to take minutes.
- Coordinate meetings with Capital Expenditures Committee, Appropriation Committee, Board of Selectmen and Town Manager's Office.
- Coordinate hearings with applicants.
- Work with the CPC to prepare the Warrant Article(s) for Annual Town Meeting.

- Write reports and articles for the CPC, including the Annual Town Report, the CPC Report for Town Meetings, local newspaper articles and League of Women Voter's Bulletin. Prepare and review all internal and external reports relating to upcoming and current CPC projects.
- Screen potential projects for completeness and adherence to CPA statute. Provide instruction and guidance to residents and private entities seeking to propose CPC projects.
- Track and monitor all Town Meeting approved- and CPA funded- projects. Update the status and progress of all projects twice a year in a report.
- Monitor legal fees, project draw-downs and financial transactions in conjunction with the Finance Department.
- Prepare and process grant agreements, deed restrictions, etc. for various private entity projects approved by the Town Meeting while maintaining full compliance with Massachusetts State laws and regulations. Monitor grant agreements on existing projects to ensure compliance.
- Research and recommend grants available for CPC projects. Prepare applications for grants approved by the CPC. Manage grants awarded to the CPC.
- Work with the Community Preservation Coalition at the state level, research upcoming changes in the CPA, and inform CPC members of such changes.
- Draft timely correspondence regarding projects proposed to the CPC.
- Work with the Assessor's Office to obtain CPC Surcharge Abatement data needed for State reporting purposes.
- Review the CPA Assessor's brochure.
- Develop recommendations for changes in office procedures, review with CPC Chair and oversee implementation.
- Perform other similar or related duties as required, or as situation dictates.

#### **General Office Duties for the Finance Department and Town Manager's Office**

- Assist in responding to questions from the public or from other Town departments. Provide direct customer (internal and external) service or contact, by phone, in person, and through correspondence.
- Provide assistance with general office functions, including, but not limited to; filing, preparing general correspondences, assistant with audits, processing mail, setting up meetings and scheduling appointments, taking minutes at night meetings as needed, and assisting with special projects.
- Perform other similar or related duties as required, or as situation dictated.

**SUPERVISORY RESPONSIBILITY:**

None.

**MINIMUM EDUCATION & EXPERIENCE:**

Equivalent to the completion of an Associate's Degree. Minimum of three (3) years of increasingly responsible administrative support experience. Supplemental training or course work in business administration, finance or a related field is desirable. Prior experience working with boards and committees desirable.

**ADVANCED EDUCATION & EXPERIENCE:**

None.

**QUALIFICATIONS:*****Knowledge of:***

- ◆ Modern office procedures, methods and computer/software equipment.
- ◆ Basic accounting and budgeting principles.
- ◆ English usage, spelling, grammar and punctuation.
- ◆ Principles and procedures of confidential record keeping.
- ◆ Effective customer service techniques.

***Ability to:***

- ◆ Perform difficult administrative support services and coordinate multiple tasks.
- ◆ Perform basic financial and personnel activities.
- ◆ Operate computer and various software necessary for performing assigned duties.
- ◆ Type at a speed necessary for successful job performance.
- ◆ Work independently in the absence of supervision.
- ◆ Communicate clearly and concisely, both orally and in writing, and maintain effective working relationships.
- ◆ Effectively handle an environment which involves close contact with co-workers and the public.

**WORKING CONDITIONS & PHYSICAL DEMANDS:**

Work is performed in a normal office environment, subject to frequent interruptions, not subject to extremes of noise, temperature, odor, etc. Operates computer, printer, photocopier, scanner, and other office equipment. Work requires extended periods of sitting, reaching, typing, and mousing, which requires eye-hand coordination and finger dexterity. May occasionally require lifting and/or moving objects up to 25 pounds.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list

of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

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#### APPLICATION PROCESS

All applicants are required to complete a Town application form, available from the Internet at [www.lexingtonma.gov](http://www.lexingtonma.gov), emailing [jobs@lexingtonma.gov](mailto:jobs@lexingtonma.gov), calling (781) 698-4593 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

CORI screening required.

Application received by Friday, April 3, 2015 receive first priority.  
Position will remain open until filled.

The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

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Questions regarding this hiring process should be addressed to the:  
Human Resources Department  
Town of Lexington  
1625 Massachusetts Avenue  
Lexington, MA 02420  
(781) 698-4593